

Instructions for Filing the MassDEP Hazardous Waste Recycling Annual Report

REPORTING PROCESS

DUE DATE The report covering reporting year 2007 is due no later than April 1, 2008. (Normally the report is due on March 1 of the year following the reporting year, however the deadline has been extended for the report due in 2008 because of the delay in creating the new reporting form.)

WHERE TO SEND THE REPORT Stephen White, Director
Bureau of Waste Prevention/Business Reporting Services & Fiscal Operations
Department of Environmental Protection
One Winter Street - 7th Floor
Boston, MA 02108

NOTE: Do NOT send the report to the MassDEP regional office.

WHO MUST SUBMIT AN ANNUAL REPORT With the exceptions noted below, facilities that had one or more unexpired hazardous waste recycling permits during the reporting year are required to submit an annual recycling report covering that year. A report is required even if the facility did not recycle any hazardous waste during the reporting year. In this case indicate zero as amount recycled.

Exception 1: No annual reporting requirement for on-site recycling of Class A Regulated Recyclable Materials

Annual Hazardous Waste Recycling Reports are not required for on-site recycling of Class A Regulated Recyclable Materials (RRMs). This includes oil/used oil fuel burning in space heaters; solvent recovery in free standing distillation units; silver recovery using stand-alone silver recovery units, Safety Kleen parts washers, degreasers, stills attached to degreasers, centrifuges and filters separating oil on-site from non-hazardous waste, completely enclosed systems with no prior storage/accumulation and boilers/burners/furnaces burning on-site generated specification used oil.

On February 27, 2004 MassDEP replaced the requirement to have a permit for on-site class A recycling with a one time notification and the requirement to adhere to performance standards (See 310 CMR 30.222 for additional information). MassDEP also eliminated the annual reporting requirement for this activity. Facilities that still have unexpired permits for on-site Class A recycling are not required to renew them, nor to submit an annual hazardous waste recycling report. Facilities that begin to recycle Class A RRM on-site after that date must submit an On-Site Class A Recycling Notification Form to MassDEP.

Note however, if your facility also ships any RRM off-site for recycling, receives any RRM for recycling, or recycles non- Class A materials on-site you must have a permit and submit a report for those recycling activities.

Exception 2: Registered VSQGs that recycle less than 27 gallons per month

Facilities that are **registered VSQGs that recycle less than 27 gallons of regulated recyclable materials per month do not need to submit an annual hazardous waste recycling report.**

IF YOU ARE NOT REQUIRED TO SUBMIT AN ANNUAL REPORT

If your facility met one of the reporting exceptions noted above please note that fact on the form, sign the certification statement at the end, and return the form to MassDEP. NOTE: If you have a permit that expired in 2007 and are still recycling, you **MUST** submit a permit application and a 2007 report to MassDEP

**SUBMIT ONE
REPORT PER
LOCATION**

Submit one report for the entire facility. The reporting forms can accommodate more than one permit.

COMPLETING THE REPORT

**PART A: FACILITY
INFORMATION**

Please use the preprinted form that was sent to you. Note any corrections. The MassDEP Facility ID is the same as the account number for annual compliance fees

**PART B:
HAZARDOUS
WASTE
RECYCLING
INFORMATION &
PART B
CONTINUATION
SHEET**

This section covers information about each permitted recycling activity.

- “Part B Hazardous Waste Recycling Information” (Part B) has room for information on one permit. **If your facility has more than one hazardous waste recycling permit**, please complete a Part B Continuation Sheet for each additional permit. Note on the continuation sheet that it is for an additional permit.
- Part B has room for information on two Regulated Recyclable Materials (RRMs) per permit. You must provide the information on each RRM listed in your permit, even if you did not recycle the material during the reporting year. **If the permit covers more than 2 RRM**s, use the Part B Continuation Sheet for the additional RRMs. Note on the Continuation Sheet that it is for additional waste streams.
- Part B has room for information on two receiving facilities for each RRM. **If the RRM being reported is sent to more than two receiving facilities** use the Part B Continuation Sheet for each additional receiving facility. Note on the Continuation Sheet that it is for additional receiving facilities.

QUESTIONS

**1. Permit
Transmittal #**

This can be found on your permit or your permit application.

2. Expiration date

Hazardous waste recycling permits expire five years from the approval date. They must be renewed on or before that date if your facility continues to recycle.

**3. Regulated
Recyclable Material
(RRM) #1**

- (a) Identify the Regulated Recyclable Material (RRM) by name
- (b) Provide the applicable Waste Code. The waste code can be found on your permit/permit application. The complete waste code list can be found on the MassDEP website at: <http://www.mass.gov/dep/service/regulations/310cmr30.pdf>

**12. Regulated
Recyclable Material
(RRM) #2**

The list of waste codes is in section 310 CMR 30.130 of the regulations.

- (c) Provide the applicable Recycling Code. Select from the list below:

RECYCLING CODE	DESCRIPTION
ASP-H	hot mix asphalt plant
ASP-C	cold mix asphalt plant
BLR-OFF	boiler burning off-site generated specification used oil fuel
BLR-ON	boiler burning on-site generated off-specification used oil fuel
BRN-OFF	burner burning off-site generated specification used oil fuel
BRN-ON	burner burning on-site generated off-specification used oil fuel
CNR-OFF	generator sending used oil off-site for centrifuging
FLT-B4	precious metals waste refinery/processor
FRN	industrial furnace burning off-site generated specification used oil fuel
GNR-B4	generator sending precious metals waste off-site for recycling
GNR-MRK	generator/marketer of specification used oil
MRK	marketer of specification used oil fuel
REU-OFF	generator sending Class A RRM's off-site for recycling/reuse (not for burning)
REU-RCV	facility accepting RRM's off-site for recycling/reuse (except for oil, soil and precious metals waste)
SOI-PRC	soil processing facility
TRS-B4	precious metals waste transfer station
TRN-B4	precious metals waste transporter
TSD-MRK	treatment, storage and disposal facility marketing specification used oil fuel

4. & 13. *Is the RRM Recycled On-Site*

If the answer is NO, skip to question 6 (or 15)

If the answer is Yes, proceed to Question 5 (or 14)

5. & 14. *RRM Recycled On-Site*

Provide

- (a) the amount recycled on-site (enter zero if you did not recycle this material during the reporting year)
- (b) the units in gallons (G), pounds (lb), Kilograms (Kg)
- (c) the make (manufacturer) and model number of the recycling equipment

6., 9., 15., & 18. *RRM Shipped to Receiving Facility*

Provide

- (a) the amount recycled off-site (enter zero if you did not recycle this material during the reporting year)
- (b) the units in gallons (G), pounds (lb), Kilograms (Kg)

7., 10., 16., & 19. *Receiving Facility*

Provide

- (a) the name of the facility to which you shipped the RRM
- (b) the receiving facility Town, and State (or Province if in another country)
- (c) the receiving facility's EPA Hazardous Waste ID # if the facility is in the United States, or the equivalent registration number if the facility is in another country

8., 11., 17., & 20. *Transporter Used*

Provide

- (a) the name of the transporter used to ship the RRM to the receiving facility
- (b) the city or town in which the transportation company is located
- (c) the transportation company's EPA Hazardous Waste ID #

PART C:
Certification

Complete, sign and date the certification statement.